



School Site Risk Assessment

Date: **February 2023**

Newnham Junior School

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1. Classrooms

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?
Slips and trips	Staff, pupils and volunteers falling over	<p>Pupils are instructed to keep chairs tucked away when not sitting on them</p> <p>Coats and bags are placed on hooks, not left on floor</p> <p>Gangways are kept clear of objects</p>	<p>Trailing wires for permanent equipment (e.g. computers) to be taped down and covered</p> <p>Trailing wires from temporary equipment (e.g. fan) tucked away securely after use</p>	<p>Site manager</p> <p>Class teacher</p> <p>Site manager</p>
Falls from height	<p>Staff and volunteers falling as they create classroom displays</p> <p>Staff, pupils and volunteers falling from windows</p>	<p>Chairs and desks aren't used while making displays</p> <p>Staff have received training on safely working at height</p> <p>Windows at a height are opened using a pole</p>	<p>Step ladders with an 'elephant foot' to be provided for making displays</p> <p>Everyone to be regularly reminded not to lean out over high drops to open/close windows</p>	<p>School business manager</p> <p>Class teacher</p>

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HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?
Fires	Staff, pupils and volunteers can be subject to burns, smoke inhalation and face serious injuries or death	Regular checks from site manager that emergency exits and firefighting equipment are unobstructed and functioning Staff are trained to follow the evacuation procedure and use fire extinguishers when necessary	Regular drills in place to ensure pupil familiarity with evacuation procedures	Headteacher
Furniture and fixings breaking or falling	Staff and children	Regular checks	Children to let the teacher know if there any issues	Class teacher
Pupils injuring each other or going missing when unsupervised	Children	Children should not be left unsupervised. There will be times when small groups of children need to wait for supervision, but this is must be kept to under 3 minutes	Children should know to inform another member of staff if they are unsupervised	Staff Children
Poor ventilation and temperature regulation	Children Staff	All classes should have a working CO2 monitor	Broken monitors should be reported. If monitor shows red then windows and doors should be opened. If this continues then children should leave the classroom	Staff

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2. Corridors

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?
Slips and trips	Staff, pupils and volunteers	<p>Pupils are instructed to keep chairs tucked away when not sitting on them</p> <p>Coats and bags are placed on hooks, not left on floor</p> <p>Gangways are kept clear of objects</p> <p>Slippery floor sign put out for water spillages or other slippery surfaces</p>	<p>Trailing wires for permanent equipment (e.g. computers) to be taped down and covered</p> <p>Trailing wires from temporary equipment (e.g. fan) tucked away securely after use</p> <p>Ensure they are available in all corridors</p>	<p>Site manager</p> <p>Class teacher</p> <p>Site manager</p>
Fires	Staff, pupils and volunteers can be subject to burns, smoke inhalation and face serious injuries or death	<p>Regular checks from site manager that emergency exits and firefighting equipment are unobstructed and functioning</p> <p>Staff are trained to follow the evacuation procedure and use fire extinguishers when necessary</p>	Regular drills in place to ensure pupil familiarity with evacuation procedures	Headteacher
Furniture and fixings breaking or falling	Staff and children	Regular checks	Children to let the teacher know if there any issues	Class teacher

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3. Hall

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?
Slips and trips	Staff, pupils and volunteers	<p>Pupils are instructed to be aware of PE equipment</p> <p>Equipment placed at a safe distance from any trip hazards</p> <p>Seats from assembly and lunch are put away.</p> <p>Adults and children are aware that physical activity has added risks</p> <p>Lunch time spills have sign placed nearby</p>	<p>Trailing wires for permanent equipment (e.g. computers) to be taped down and covered</p> <p>Trailing wires from temporary equipment (e.g. fan) tucked away securely after use</p>	<p>Site manager</p> <p>Class teacher</p> <p>Site manager</p>
Fires	Staff, pupils and volunteers can be subject to burns, smoke inhalation and face serious injuries or death	<p>Regular checks from site manager that emergency exits and firefighting equipment are unobstructed and functioning</p> <p>Staff are trained to follow the evacuation procedure and use fire extinguishers when necessary</p> <p>Lunchtime tables are set to allow for quick evacuation</p>	Regular drills in place to ensure pupil familiarity with evacuation procedures	Headteacher

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4. Playground, field and outdoor learning areas

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?
Slips and trips	Staff, pupils and volunteers	<p>Students and staff informed of established behaviour policy relevant to behaviour in playground</p> <p>Playground supervision roster established and implemented</p> <p>Condition of playground inspected by supervising staff members</p>	<p>Adventure playground requires checking for weather damage</p> <p>Lack of shade in the summer needs attention</p>	<p>Site manager</p> <p>Class teachers/LSA/SMSA</p> <p>Headteacher</p>
Dangerous objects in playground	Staff	<p>Where appropriate, protocol established for checking the playground for dangerous objects, syringes etc.</p> <p>Use of protective gloves and dedicated safe bins for storage</p> <p>Control of fox faeces</p>	Regular checks that bins are not overflowing	<p>Site manager</p> <p>Class teachers /LSA/SMSA</p> <p>Headteacher</p>
Uneven surface on field	Staff, pupils and volunteers	<p>Make children aware of trip risks</p> <p>No lunchtime football allowed on field</p>	Ensure that children are not making the field more uneven by digging it up	<p>Site manager</p> <p>Class teachers/LSA/SMSA</p> <p>Headteacher</p>

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HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?
Incident of sudden sickness/ injury in the playground	Staff, pupils and volunteers	Access assistance from nearest staff member Staff members assess risk and decide if children should remain on the playground to receive attention or visit the medical room for appropriate first aid.	Ensure children are aware of procedures in assemblies	Class teachers/LSA/SMSA Headteacher
Injury from misuse/ collapse of goals	Pupils	All students being made aware of the dangers of incorrect/misuse of goals e.g. swinging on bars, etc. Only light weight aluminium posts to be used	Children to take when moving the posts	Class teachers/LSA/SMSA

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5. Carpark

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?
Slips and trips	Staff, pupils and volunteers	External lighting is adequate and is switched on when evening events are planned such as concerts, parent/teacher meetings. Car park surface and other external areas are checked for broken glass, hazardous conditions and potholes Grit or salt available for walkways which are prone to ice	Improvage signage to direct visitors to the Junior School	Site manager Staff
Injury due to person being struck by vehicle	Staff, pupils, parents, visitors and volunteers.	Parents are encouraged to escort children in the carpark. Controls in place around appropriate times for visiting vehicles deliveries and collections	Regular drills in place to ensure pupil familiarity with evacuation procedures	Headteacher